

Regular Meeting

March 29, 2004
12:30 p.m.

The regular meeting of the Municipal Civil Service Commission convened on Monday, March 29, 2004, at 12:30 p.m. with Priscilla Tyson, Grady Pettigrew and Mary Jo Hudson in attendance.

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RE: *Review and approval of the minutes from the January 26, 2004, regular meeting.*

The minutes were approved as written.

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RE: *Review and approval of the minutes from the February 23, 2004, regular meeting.*

The minutes were approved as written.

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RE: *Review and approval of the minutes from the March 4, 2004, special meeting.*

The minutes were approved as written.

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RE: *Review of the results of the pre-hearing conference for the following appeals:*

a) *Richard Sowards vs. Columbus Public Schools, Appeal No. 02-BA-0023.
Custodian II – discharge – hearing scheduled for May 10, 2004.*

b) *Christopher Burgin vs. Columbus Public Schools, Appeal No. 03-BA-0024.
Landscape Maintenance Worker II – discharge – hearing scheduled for June 14, 2004.*

Richard Sowards – Custodian II with the Columbus Public Schools was discharged for abandonment of his position. Because Mr. Sowards did not appear today for his pre-hearing conference and has not returned telephone calls from his OAPSE attorney, Thomas Drabick, he will have to represent himself at the May 10, 2004, hearing. If Mr. Sowards does not appear for the hearing on May 10, his appeal will be dismissed.

Christopher Burgin – Landscape Maintenance Worker II with the Columbus Public Schools was discharged based upon the results of a drug test. Larry Braverman, representing Columbus Public Schools, plans to call two witnesses to testify as to why the decision to terminate Mr. Burgin was made. Thomas Drabick, OAPSE attorney representing Mr. Burgin, plans to call three witnesses to testify as to the appellant's work ethic. It was estimated that the entire case should take no more than two hours to complete.

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RE: *Rule Revisions.*

No Rule revisions were submitted this month.

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RE: *Request of appellant Roosevelt Fluellen to withdraw the appeal he filed with the Civil Service Commission on March 31, 2003 regarding his 20-day suspension from the position of Head Custodian I with the Columbus Public Schools – Appeal No. 03-BA-0010.*

Request of appellant Roosevelt Fluellen to withdraw the appeal he filed with the Civil Service Commission on June 25, 2003 regarding his demotion from the position of Head Custodian I with the Columbus Public Schools – Appeal No. 03-BA-0018.

Grady Pettigrew moved to accept Roosevelt Fluellen's request to withdraw his appeals, No. 03-BA-0010 and No. 03-BA-0018. Mary Jo Hudson seconded the motion and it was approved.

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RE: *Request of appellant Quentin Little to withdraw the appeal he filed with the Civil Service Commission on June 17, 2003 regarding his discharge from the position of Bus Driver with the Columbus Public Schools – Appeal No. 03-BA-0017.*

Mary Jo Hudson moved to accept Quentin Little's request to withdraw his appeal No. 03-BA-0017. Grady Pettigrew seconded the motion and it was approved.

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RE: *Trial Board Recommendations.*

No trial board recommendations were submitted this month.

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RE: *Columbus Public Schools Classification Actions.*

No classifications actions from Columbus Public Schools were submitted this month.

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RE: *Request of the Civil Service Commission to approve the specification review of the classification Public Utilities Deputy Director (Administration) with no revisions (Class Code 0090).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to approve the specification review for Public Utilities Deputy Director (Administration) with no revisions. In accordance with Civil Service Commission policy, any classification that has not been reviewed during the past five years shall be reviewed and revised if needed. This classification was last reviewed in April of 1999. There is currently one incumbent in this classification.

Based upon information received from the department, no revisions were recommended. It was therefore requested that the review of the classification be approved with no revisions.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to abolish the specification for the classification Data Communications Specialist II and amend Rule XI accordingly (Class Code 3641).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to abolish the specification for the classification Data Communications Specialist II. In August of 2002 the Commission imposed a hiring moratorium on this classification. Since that time, all position incumbents have been reallocated to classifications more appropriate to the work being performed. It was therefore requested that the Data Communications Specialist II classification be abolished.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to abolish the specification for the classification Custodial Training Instructor and amend Rule XI accordingly (Class Code 3532).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to abolish the specification for the classification Custodial Training Instructor. In June of 2002 the Commission imposed a hiring moratorium on this classification. Since that time, the only position incumbent terminated, leaving this classification vacant. It was therefore requested that the Custodial Training Instructor classification be abolished.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to abolish the specification for the classification Traffic Maintenance Assistant Manager and amend Rule XI accordingly (Class Code 4028).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to abolish the specification for the classification Traffic Maintenance Assistant Manager. In June of 2002 the Commission imposed a hiring moratorium on this classification. Since then, the only position incumbent retired, leaving this classification vacant. It was therefore requested that the Traffic Maintenance Assistant Manager classification be abolished.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission to revise the specification for the classification Public Utilities Deputy Director (Engineering) [Class Code 0091].*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to revise the specification for the classification Public Utilities Deputy Director (Engineering) as part of the Civil Service Commission's effort to review all classifications every five years. This classification was last reviewed in April of 1999. There is currently one incumbent serving in this classification.

The only proposed revision to the specification was to define the supervision as, "under administrative direction". This is consistent with every other job classification in the Executive job family. No other revisions were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Electricity Division Assistant Administrator (Class Code 0161).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to revise the specification for the classification Electricity Division Assistant Administrator as part of the Civil Service Commission's objective to review all classifications every five years. This classification was last reviewed in April of 1999. There is currently one incumbent serving in this position.

No revisions to the definition, examples of work, minimum qualifications, probationary period or examination type were recommended. The knowledge, skills and abilities section was revised to incorporate some additional knowledge and ability statements important for successful performance of this job. The proposed revisions are aligned with language in the Division Administrator specification and are consistent with similar language proposed for the other assistant division administrator specifications in the Department of Public Utilities.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Sewerage and Drainage Division Assistant Administrator (Class Code 0166).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to revise the specification for the classification Sewerage and Drainage Division Assistant Administrator as part of the Civil Service Commission's objective to review all classifications every five years. This classification was last reviewed in April of 1999. There are currently two incumbents serving in this classification.

No revisions to the definition, examples of work, minimum qualifications, probationary period or examination type were recommended. The knowledge, skills and abilities section was revised to incorporate some additional knowledge and ability statements important for successful performance of this job. The proposed revisions are aligned with language in the Division Administrator specification and are consistent with similar language proposed for the other assistant division administrator specifications in the Department of Public Utilities.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Water Division Assistant Administrator (Class Code 0147).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to revise the specification for the classification Water Division Assistant Administrator as part of the Civil Service Commission's objective to review all classifications every five years. This classification was last reviewed in April of 1999. There is currently one incumbent serving in this classification.

No revisions to the definition, examples of work, probationary period, examination type or minimum qualifications were recommended. The knowledge, skills and abilities section was revised to incorporate some additional knowledge and ability statements important for successful performance of this job. The proposed revisions are aligned with recently approved language in the Division Administrator specification and are consistent with similar language proposed for the other assistant division administrator specifications in the Department of Public Utilities.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Communications Division Administrator, retitle it to read Support Services Division Administrator and amend Rule XI accordingly (Class Code 0266).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request in response to the Division's name changing from Department of Public Safety, Communications Division to Department of Public Safety, Support Services. The Support Services Division will house the communications, licensing and weights and measures sections.

Other changes to the specification included revising the examples of work to incorporate the additional duties required of this position as a result of the consolidation. There were also some minor revisions where any reference to the previous Communications Division had been deleted or changed to read Support Services Division.

City Council recently approved legislation and the City Code was amended to reflect this change in Division title. As such, it was recommended that this classification be retitled and revised as proposed to support the change in division title and expanded function.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Communications Division Assistant Administrator, retitle it to read Support Services Division Assistant Administrator and amend Rule XI accordingly (Class Code 0267).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request in response to the Division's name changing from Department of Public Safety, Communications Division to Department of Public Safety, Support Services. The Support Services Division will house the communications, licensing and weights and measures sections.

Other changes to the specification included revising the examples of work to incorporate the additional duties required of this position as a result of the consolidation. There were also some minor revisions where any reference to the previous Communications Division had been deleted or changed to read Support Services Division.

City Council recently approved legislation and the City Code was amended to reflect this change in Division title. As such, it was recommended that this classification be retitled and revised as proposed to support the change in division title and expanded function.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Arborist, change the probationary period to 365 days and amend Rule XI accordingly (Class Code 3763).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request as part of the Civil Service Commission's objective to review all classifications every five years. This classification was last reviewed in April of 1999. There are currently four incumbents serving in this classification.

An Arborist is responsible for coordinating tree planting, removal and maintenance and completing tree inspections and surveys. The only revision to the definition was to remove the phrase “within an assigned area of the City” as this is no longer accurate. Each of the current incumbents has a more specialized focus within the broader classification of arborist. The examples of work section was modified to incorporate a few additional duty statements to better exemplify the type of work performed within this classification. The only revision recommended to the minimum qualifications was to include language that licensure might be required for some positions upon completion of the probationary period, “possession of valid license as a Certified Pesticide Applicator or Certified Public Operator in one or more of the following categories: Forest Pest Control, Industrial Vegetation, or Ornamental Pest Control may be required for some positions upon completion of the probationary period.” Two statements referencing the use of office software and the ability to distinguish colors were added to the knowledge, skills and abilities section of the specification. It was further recommended that the probationary period be extended to 365 days to account for the supervisory responsibility of this classification. No revision to the competitive examination type was recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Payroll Specialist (Class Code 1266).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission’s request to revise the specification for the classification Payroll Specialist as part of the Civil Service Commission’s objective to review all classifications every five years. This classification was last reviewed in March of 1999. There are currently three incumbents serving in positions allocated to this classification; two in the City Auditor’s Office and one in the Civil Service Commission.

No revisions to the definition, examples of work, probationary period or examination type were recommended. The only proposed revision to the minimum qualifications was to clarify the type of experience that would qualify applicants for the competitive examination process. An ability statement referencing the use of office software was added to the knowledge, skills and ability section of the specification.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Paramedic Education Coordinator, retitle it to read EMS Instructor and amend Rule XI accordingly (Class Code 1626).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request in response to a memo wherein the Department of Public Safety requested that a specification for the classification Paramedic Instructor be created. The proposed classification is intended to be a part of a civilianization of positions in the Division of Fire. Previously, the paramedic instruction work was performed by several firefighters and one civilian classified as a Paramedic Education Coordinator, which was recently retitled from Paramedic Instructor. Under the new plan, the Division would have approximately three civilian instructors on staff reporting to a civilian management level position. It was therefore recommended that the Paramedic Education Coordinator classification be retitled back to its original intent as an instructor of emergency medical services.

The definition was revised to indicate this classification is responsible for performing all phases of entry-level and refresher EMS training. The examples of work section was developed to include those responsibilities in which employees would be expected to perform competently and proficiently. The minimum qualifications were proposed to be (1) possession of a valid State of Ohio EMS

Instructor's Certificate and possession of a valid State of Ohio Emergency Medical Technician-Paramedic Certificate or, (2) possession of a valid State of Ohio EMS Instructor's Certificate and a valid State of Ohio License as a Registered Nurse. The knowledge, skills and abilities section was developed to include those knowledge, skills and abilities expected of employees in the job of an EMS Instructor. It was recommended that the examination type be designated as noncompetitive and that the probationary period be assigned 365 days.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to create the specification for the classification EMS Education Manager, assign a 365 day probationary period, designate the examination type as noncompetitive and amend Rule XI accordingly.*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins, Personnel Administrative Officer, presented this request in response to a memo wherein the Department of Public Safety requested that a specification for the classification Paramedic Instructor be created. The proposed classification is intended to be a part of a civilianization of positions in the Division of Fire. Previously, the paramedic instruction work was performed by several firefighters and one civilian classified as a Paramedic Education Coordinator, which was recently retitled from Paramedic Instructor. Under the new plan, the Division would have approximately three civilian instructors on staff reporting to a civilian management level position. It was therefore recommended that the Paramedic Education Coordinator classification be retitled back to its original intent as an instructor of emergency medical services and that an additional classification be created that would be responsible for managing the civilian instructional staff as well as all facets of an accredited paramedic training program.

The definition of the proposed specification would indicate responsibility for planning, developing, implementing and evaluating all phases of emergency medical services (EMS) training for the Division of Fire. The examples of work section was proposed to include responsibilities in which employees will be expected to perform competently and proficiently.

The minimum qualifications are proposed to be four years experience teaching emergency medical services curriculum in an accredited training facility, possession of a valid State of Ohio EMS Instructor's Certificate, possession of a valid State of Ohio Emergency Medical Technician-Paramedic Certificate and possession of a valid State of Ohio License as a Registered Nurse. A substitution is proposed to allow a valid temporary permit to practice nursing issued by the Ohio Board of Nursing to substitute for the State of Ohio License as a Registered Nurse. The temporary permit only comes into play for those already licensed as registered nurses but in a different state. In addition, there are several certifications included on the specification that the appointee must possess upon completion of the probationary period; the Division will be the agency responsible for ensuring that each of the certifications are acquired within the applicable time period. The knowledge, skills and abilities section was developed to include those knowledges, skills and abilities expected of employees in the job of an EMS Education Manager. It was recommended that the examination type be designated as noncompetitive and that the probationary period be assigned 365 days.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to abolish the specification for the classification Business Processes Coordinator and amend Rule XI accordingly (Class Code 0867).*

PRESENT: Barbara Crawford, Personnel Analyst II

Barbara Crawford presented the Commission's request to abolish the specification for the classification Business Processes Coordinator in accordance with Commission policy and procedures

on classification review and recommendations. This classification was created in June of 2001 when the Department of Technology (DoT) was in the initial stages of the reorganization of citywide technology services under one department. It was planned that positions allocated to this classification would remain within their respective departments but would coordinate the needs of the individual department's operations through DoT. As the consolidation evolved, DoT revised the manner in which the management of accounts throughout the City would be administered and it became apparent that the Business Processes Coordinator classification did not fit into the reorganization plan.

Although the classification was approved in 2001 no salary range or bargaining unit was ever assigned and it was never available for use; therefore, there are no incumbents in this classification. For these reasons it was recommended that the specification for this classification be abolished and Rule XI be amended accordingly.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Firefighter (Class Code 3090).*

PRESENT: Laura Wright, Personnel Analyst II

Laura Wright presented the Commission's request to revise the specification for the classification Firefighter as part of the Civil Service Commission's effort to review all classifications every five years. This classification was last reviewed in January of 1999. There are currently 1,252 incumbents working in this classification in the Department of Public Safety.

Within the next year, representatives from the Department of Public Safety, Division of Fire, IAFF Local 67 and the Civil Service Commission plan to convene to discuss this entry-level classification and to ensure the specification appropriately reflects demands related to the paramedic aspects of the job; significant changes may be requested after those discussions. However, Commission staff recommended minor revisions to the specification be approved at this time. The term "squad" is outdated and was recommended for removal from the examples of work section of the specification. In addition, revising another example of work to read "may perform functions as an emergency medical technician or paramedic" and moving this example of work higher on the list was also recommended. No other revisions were recommended at this time.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Residency Hearing Reviews*

No residency hearing reviews were submitted this month.

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RE: *Personnel Actions.*

Request of the Civil Service Commission staff to reallocate designated positions in the Recreation Supervisor (Class Code 3163) to the Recreation Center Manager (Class Code 3164) and allow the affected incumbents to retain their classification seniority and status.

Request of the Civil Service Commission to reallocate the position of Judy Pacifico (#47-02-00338) from the classification Help Desk Representative (0544) to the classification Citywide Web Coordinator (0527) and to allow the affected employee to retain her current classification status and seniority.

Request of the Civil Service Commission to reallocate the position of Austin Nida (#47-02-00090) from the classification Software Engineer (0585) to the classification Network

Engineer (0523) and to allow the affected employee to retain his current classification status and seniority.

Request of the Civil Service Commission to reallocate Douglas S. Borden (#47-02-00032) from the classification Senior Programmer Analyst (0581) to the classification Network Administrator (0522) and to allow the affected employee to retain his current classification status and seniority.

Request of the Civil Service Commission to reallocate Terry Dolder (#47-02-00026) from the classification Electronic Systems Specialist (3670) to the classification Network Administrator (0522) and to allow the affected employee to retain his current classification status and seniority.

A motion to approve the above personnel action requests was made, seconded, and passed unanimously.

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RE: *Administrative/Jurisdictional Reviews.*

Review of the appeal of Herbert P. Wright regarding the denial of his request for reinstatement to the Police Officer eligible list – Appeal No. 04-CA-0001.

The Commissioners reviewed the appeal Mr. Wright filed on February 10, 2004, regarding the denial of his request for reinstatement to the police officer eligible list. Commission staff consulted with representatives of the Safety Department who indicated they have no objection to Mr. Wright’s reinstatement; therefore, the Commission granted Mr. Wright’s appeal to have his name reinstated the police officer eligible list. In accordance with Rule VIII(C)(4) Mr. Wright’s reinstatement will be effective for one year.

Review of the appeal of Theresa Sigai-Conley regarding the denial of her request for reinstatement to the Police Officer eligible list – appeal No. 04-CA-0015.

The Commissioners reviewed the appeal Ms. Sigai-Conley filed on February 19, 2004 regarding the denial of her request for reinstatement to the police officer eligible list. This request was denied because Ms. Sigai-Conley did not submit her request within one year of the date of her resignation as required by Rule VIII(C)(1)(a). The Commissioners therefore dismissed her appeal without a hearing.

Background Administrative Reviews
Conducted by Brenda S. Sobieck

<u>Name of Applicant</u>	<u>Position Applied For</u>	<u>BAR #</u>
Aaron R. Maines	Police Officer	04-BR-008
Seth B. Distelzweig	Police Officer	04-BR-009

After reviewing Aaron Maines’ file, the Commissioners approved his request for reinstatement to the police officer eligible list.

After reviewing Seth Distelzweig’s file, the Commissioners denied his request for reinstatement to the police officer eligible list.

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The meeting was adjourned at 1:15 p.m.

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Priscilla R. Tyson, Commission President

April 26, 2004

Date